

***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
School Committee Meeting  
Tuesday, May 31, 2016  
6:00 PM***

*Policies and Procedures Subcommittee*

*Arlington School Committee  
School Committee Room  
869 Massachusetts Avenue, 6th Floor  
Arlington, MA 02474*

*Open Meeting*

*Public Participation*

*Approval of Draft Minutes from May 19, 2016*

*Review of the following Policies:*

- *Arlington Public Schools Elementary Handbook*
- *File BEDB Agenda Format/Preparation and Dissemination*
- *BDH School Committee Staff Assistants*
- *BDH-E School Committee Staff Assistant Evaluation Instrument*
- *IKB Homework*
- *Article 14 Recycling Program (ART. 69, ATM 4/30/90)*

*New Business*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Bill Hayner, Chair*



## **Town of Arlington, Massachusetts**

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**Approval of Draft Minutes from May 19, 2016**



## Town of Arlington, Massachusetts

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### Review of the following Policies:

#### Summary:

- Arlington Public Schools Elementary Handbook
- File BEDB Agenda Format/Preparation and Dissemination
- BDH School Committee Staff Assistants
- BDH-E School Committee Staff Assistant Evaluation Instrument
- IKB Homework
- Article 14 Recycling Program (ART. 69, ATM 4/30/90)

#### ATTACHMENTS:

Type	File Name	Description
Policy	Arlington_Public_Schools_Elementary_Handbook_HOMEWORK_(2).docx	APS Elementary Handbook
Policy	bedb_(1).pdf	BEDB Agenda Format Prep and Dissemination
Policy	bdh.pdf	BDH School Committee Staff Assistants
Policy	bdh-e_(1).pdf	BDH-E School Committee Staff Assistant Evaluation Instruments
Policy	ikb_Homework.pdf	IKB Homework
Policy	Twn_bylaw_recyc.docx	Article 14 Recycling Program

# **Arlington Public Schools Elementary Handbook**

## **Homework**

Homework enriches and extends the learning experience of the school day and stimulates interest in learning outside of the classroom. Additionally, homework supports learning through practice and the development of study skills such as time management, independence, and growth in responsibility. For elementary students, learning at school is supplemented by homework. Homework is assigned for grades 1 and above. A general guideline is that a child spends about 10 minutes per grade level on an evening's assignment (first grade: 10 minutes, second grade: 20 minutes, etc.). Reading at home with a parent or independently is strongly encouraged. Parents are also encouraged to review homework and the schoolwork brought home each day to promote the quality of each child's work with regard to its completeness, accuracy and presentation.

## AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative secretary of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members two workdays preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative secretary later than 4:00 p.m. two workdays preceding the School Committee meeting shall be held and heard the following meeting, except for emergencies.

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included but not limited to items of business to be considered at each regular meeting:

- Public participation
- Consent Agenda
- Superintendent's report
- Report of subcommittees and announcements

The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the chairperson of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

*Arlington Public Schools*

Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting

### Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (\*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the chair will read the following paragraph and the list of items included in the Consent Agenda:

*"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "*

CONTRACT REFERENCE:	AEA (Unit A & B)
CROSS REF:	BDDH, Public Participation at School Committee Meetings
Revised and approved:	November 20, 2014

## **SCHOOL COMMITTEE STAFF ASSISTANTS**

### Administrative Secretary

The Arlington School Committee shall employ an administrative secretary to assist the Committee and its elected secretary in the tasks of record-keeping, correspondence, and the posting and recording of meetings. The administrative secretary shall report directly to the Committee, with the chair monitoring and managing the workload.

During periods when the administrative secretary is not available, the superintendent will arrange for a substitute.

The administrative secretary will be annually evaluated by the superintendent in conjunction with the Committee chair, with input solicited from other members of the Committee

**Revised:** November 9, 2004

**School Committee Staff Assistant Evaluation Instrument**

**Employee's**  
**Name:** \_\_\_\_\_

**Job**  
**Title:** \_\_\_\_\_

**Evaluator's**  
**Name:** \_\_\_\_\_

**Evaluator's**  
**Title:** \_\_\_\_\_

***Key:***

**E** = Exceeds expectations – model for others, goes beyond the requirements of the job

**M** = Meets expectations – fulfills the requirements of the job.

**NI** = Needs Improvement – fulfills most of the requirements of the job.

**U** = Unsatisfactory – does not fulfill the requirements of the job.

**NA** = Not applicable to the position being evaluated.

<b>Quantity and quality of work</b>	<b>E</b>	<b>M</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
<b>A.</b> Demonstrates knowledge of job					
<b>B.</b> Amount of work accomplished					
<b>C.</b> Performs work accurately					
<b>D.</b> Work is neat and presentable					
<b>E.</b> Work is thorough					
<b>F.</b> Organizes work efficiently					
<b>G.</b> Is current with and uses technology					

**Supervisor's Comments:**

**Employee's Comments:**



<b>Work Habits</b>	<b>E</b>	<b>M</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
<b>H.</b> Is regular in attendance at work					
<b>I.</b> Observes established working hours					
<b>J.</b> Completes work on time					
<b>K.</b> Can work without immediate supervision					
<b>L.</b> Complies with building/department policies					
<b>M.</b> Complies with rules and regulations					
<b>N.</b> Follows instructions					

**Supervisors Comment:**

**Employee's Comment:**

<b>Work Attitude</b>	<b>E</b>	<b>M</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
<b>O.</b> Tries to improve work techniques					
<b>P.</b> Accepts new ideas and procedures					
<b>Q.</b> Accepts constructive criticism					
<b>R.</b> Accepts responsibility					
<b>S.</b> Exercises good judgment					
<b>T.</b> Adapts to emergency situations					

**Supervisor's Comments:**

**Employee's Comments:**

<b>Relationships with Others</b>	<b>E</b>	<b>M</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
<b>U.</b> Works well with co-workers					
<b>V.</b> Works well with parents					
<b>W.</b> Works well with students					
<b>X.</b> Works well with public					
<b>Y.</b> Cooperates with supervisors & staff					
<b>Z.</b> Observes lines of communication					

**Supervisor's Comments:**

**Employee's Comments:**

**Supervisor's Comments on Entire Evaluation:**

**Employee's Comments on Entire Evaluation:**

**Supervisor Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Employee Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Adopted:**     **November 9, 2004**



## **HOMEWORK**

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances.

SOURCE: MASC

**Approved by the Arlington School Committee October 27, 2009**

**ARTICLE 14**  
**RECYCLING PROGRAM**  
**(ART. 69, ATM -04/30/90)**

**Section 4. Purchase of Recycled Products**  
**(ART. 22, ATM - 04/28/00)**

The Town of Arlington and the School Department, in pursuing their commitment to minimizing the Town's environmental impact, shall purchase items consistent with applicable law that are environmentally preferable and made of recycled products whenever such products meet its quality and performance requirements, are available at reasonable prices and terms, and when adequate competition exists.

Examples of such recycled products may include, but are not limited to: office and janitorial paper products, office supplies, construction materials, paint, furnishings, refined oil, and retread tires.

- A.** Recycled paper purchases ("Buy Recycled" Program) All Town Departments shall purchase copy paper and stationery which contain post-consumer recycled content that meets federal and state standards. The Town shall also make every effort to purchase other paper products that contain recycled content in accord with federal standards.

The Town shall ensure that all paper product materials procured by Town departments are printed on recycled paper which meets federal or state standards for post-consumer recycled content whenever practical. Town departments shall encourage all printing contractors to place the recycling symbol in all printed documents.

- B.** Tracking of Results The Coordinator shall report annually to the Board of Selectmen and the Arlington Recycling Committee as to the Town's purchases of recycled products and the on-going recycling programs.